

# Coming Soon!!

## MyTax Illinois

File.Pay.Manage.  
Take control of your taxes!

On **September 24, 2012**, the department is changing the method used to file your ST-1 electronically through our website. Instead of using the current “WebFile” application, you will now have access to “MyTax Illinois” – a centralized location on our website giving you the ability to take control of your sales tax accounts.

### **With MyTax Illinois you can do more!**

- File the following returns electronically (including your amended returns):
  - ST-1, ST-2, ST-2-TS, and ST-2-DP
  - CMFT-1 and CMFT-2
  - PST-1 and PST-2
  - ST-4 and ST-7
  - ST-8
  - ST-14
  - ART-1 and ART-2
  - ST-556
- Schedule, adjust, and make your payments online.
- View your account information.
- View correspondence you received from us.

## **Now is the time to make sure your account is ready for MyTax Illinois!**

### **Prior to activation –**

For initial activation only, you **must** know a Social Security number (SSN) of **one** owner, officer, or responsible party you have **on file** with the department. (If you need to update our records, use Schedules REG-1-O and REG-1-R available for download on our website. **Note:** Submit changes **as soon as possible** to ensure there are no delays for you activating your account. Processing time will vary based on the number of responses. Allow up to 60 days.)

### **To Activate (on September 24<sup>th</sup> or after) –**

You must activate your account by verifying the business registration information that we have in our records and providing additional information. Activation of your account is quick, easy, and free!

### Additional information needed —

- your taxpayer FEIN or SSN – for businesses, enter your Federal Employer Identification Number (FEIN); for sole proprietors, enter your SSN
- your name
- an email address that will be used for future communication from the department, including the issuance of your authorization code
- your telephone number
- a username and password (you will create your own)
- a question (selected from a drop down menu) and answer to a shared secret (this information will be used to assist you if you have forgotten your password)